OneDrive Collaborating and Sharing

Ministry of Central Services

This document answers questions about sharing and co-authoring documents with colleagues.

1. How do I share documents with my colleagues?

With OneDrive, document sharing is a breeze no matter who you are sharing it with. The steps are similar whether you are sharing internally to Government of Saskatchewan or to an outside colleague. You have the option to enable sharing as "view only" or "enabling edit".
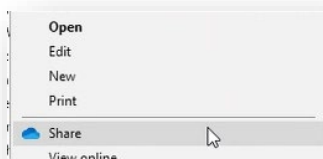
a. Sharing from inside the document open in the O365 application (ie: Word, Excel, Outlook, etc)
   i. Select share on the ribbon
   ii. Or, select File > Share
      Note: If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it
   iii. Select who you want to share with from the drop-down, or enter a name or email address
   iv. Add a message (optional) and select "Send"
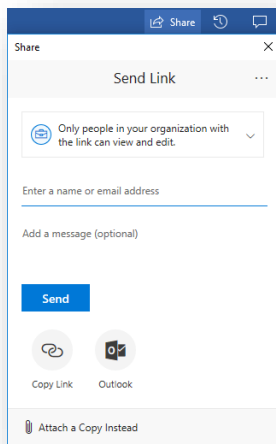
b. Sharing from File Explorer
   i. Open File Explorer by pressing the ⊞ +E keys
   ii. Locate the file you wish to share
   iii. Right-click on the file and select "Share"

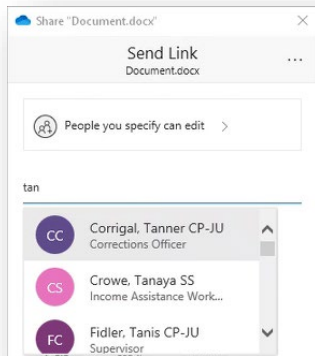## Saskatchewan

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iv. Type the name (if internal) or email address (if external) of the person you want to share the document with into the space provided

v. Select "Share"

c. **Sharing from the OneDrive online:**

i. Right-click the file and select "Share"

ii. Or, select a file and select Share on the toolbar

iii. Select who you want to share with from the drop-down, or enter a name or email address

iv. Add a message (optional) and select "Send"

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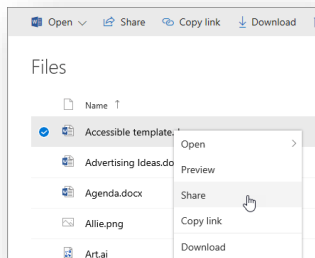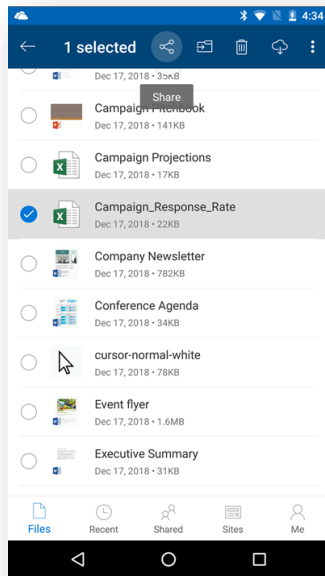Last revised: January 2020
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d. Sharing from your mobile device

i. From OneDrive app:

- Open the OneDrive app on your mobile device
- Select a file or folder - press and hold until the checkmark appears next to it.
- Tap the ⬆ Share icon.

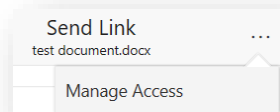ii. From Office app on mobile device

- Open an Office app like Word, Excel, or PowerPoint on your device
- Tap "Open", then tap "OneDrive" - [company name]
- Tap the "More" icon (three dots - ⋮) next to the file, then select "Share"

e. Stop or change sharing

If you are the file owner, or have edit permissions, you can stop or change the sharing permissions. The following instructions work on both Windows File Explorer and OneDrive Web.

i. From File Explorer

- Select the file or folder you want to stop sharing
- Right-click on it and select "Share"
- In the top right corner of the "Send Link" window, select the three dots ⋮ and then select "Manage Access
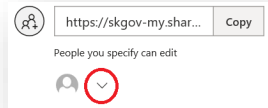
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- Under the link you will see "People you specify can edit" - select the small dropdown arrow beside the image icon
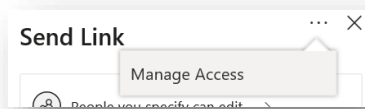

- Click the X beside the name of the person you want to stop sharing with

NOTE: Even after stopping all sharing, File Explorer still shows a small "person" beside the file icon.

ii. From OneDrive online
- Select the file or folder you want to stop sharing.
- Select the "Send Link" icon beside the file name
- In the "Send Link" window, select the three dots ⦙ in the top right corner and select "Manage Access"


- Under the link you will see "People you specify can edit" select the small dropdown arrow beside the image icon
- Click the X beside the name of the person you want to stop sharing with

2. How do I co-author documents with colleagues?

With OneDrive document sharing, more than one person can work on a shared document at the same time. Simply work in the document as you always do, but you will be notified when someone else is editing the document with you.

a. First, share a document or access a document that has been shared with you (see instructions above)
b. When two authors have it open at the same time, you will see:
    i. In the windows applications (ie: Word) you will see an indicator in the top right corner showing there is more than one author.
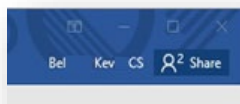
Saskatchewan

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ii. In the web browser you will also see a co-authoring notification in the top right, but it will look a little different